

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 08-01

OPEN TO: Eligible Family Members (EFMs) - All Agencies*
U.S.Citizens ordinarily resident in Croatia**

POSITION: **COMMUNICATIONS SPECIALIST**
(period of performance February 15- May 30, 2008)

OPENING DATE: January 23, 2008

CLOSING DATE: February 6, 2008

WORK HOURS: When Actually Employed on an as-needed basis (32-40 hours per week)

SALARY: Position Grade: GS-10

The United States Agency for International Development (USAID) in Zagreb is seeking an Eligible Family Member (EFM) or U.S. citizen ordinarily resident in Croatia for the position of Communications Specialist for **the period o/a February 15, 2008 thru May 30, 2008.**

Background

After providing US government funding for over 16 years, the USAID/Croatia assistance program will end in 2008. Over the past year, USAID/Croatia has completed its democracy program and will be finishing its economic growth activities by June 2008.

In the final five months of the program, USAID/Croatia will disseminate program results and achievements in Croatia and to USAID's headquarters. The program wrap-up will underline successes achieved through the U.S. – Croatia partnership to date, and will serve as a reference for the Embassy and other missions in the region once USAID has closed. To satisfy this need, USAID/Croatia is hiring a Communication Specialist (CS). The CS is responsible for providing program information management support to the Mission in order to inform the general public and officials in both the Republic of Croatia and U.S., of the spectrum of USAID activities and accomplishment. The scope of work for the position entails numerous responsibilities requiring a variety of skills ranging from superior writing skills to excellent organizational abilities. The effectiveness of the CS depends on his/her knowledge of the country, language skills, and the ability to deal with a variety of events planning responsibilities as we get closer to the graduation date.

Duties and Responsibilities

1. Communications and Coordination

Research, write, clear, and edit a range of communication materials and products using a variety of formats in coordination with other USAID and Embassy staff. Such materials include, but may not be limited to, technical materials and internal memoranda.

Assist in drafting, reviewing and clearing briefing books and other briefing materials to ensure that they are uniform, readable documents for presentation to high-level U.S. delegations, the U.S. Ambassador and Deputy Chief of Mission (DCM), and others.

Assist in writing, reviewing, and editing speeches, reports and other documents prepared by USAID's Program and Technical Offices.

Review and clear briefing memos, letters and other correspondence/material for the Mission Director, Ambassador, and DCM.

2. Event Planning and Coordination

Participates in the planning process for public diplomacy events for which USAID has the responsibility. Planning and coordination include, but are not limited to: conducting pre-planning visits, establishing and confirming event schedules, preparing briefing books, talking points, scene setters and other materials, etc. S/he may also assist with the logistics of such events.

3. Media/Public Outreach

Prepare speeches and talking points for the USAID Director, the U.S. Ambassador and DCM, and other USG officials. (Speeches and talking points will be prepared with input from and in collaboration with USAID technical offices to ensure appropriate coverage of events, as well as accuracy.) Working with the Mission's Information Assistant and Embassy Public Affairs Office, as necessary, review and clear press releases and articles for Agency publications on the role of USAID and how it supports the development goals and U.S. foreign policy objectives.

Support development, including drafting, writing, editing, conceptualizing or managing, of other Mission public relations materials such as video productions, the Mission website, booklets and brochures, and periodicals. Also, identify distribution channels and networks, and promulgate public relations materials as appropriate.

4. Other Tasks

Perform other public information tasks as requested by supervisor or the Mission Director.

Position Elements

A. Supervision Received: The position is supervised by the Mission Director and will receive direction from the Mission Development Outreach Coordinator (DOC).

B. Available Guidelines: USAID general guidelines regarding allowable communications activities and relationships with PAO and the media, including the graphic standards manual; standard Agency procurement and contracting procedures; priorities set by approved strategies; and U.S. Embassy guidelines on public outreach and media relations.

C. Exercise of Judgment: Incumbent's judgment will apply to the way s/he plans her/his day to day activities.

D. Authority to Make Commitments: None

E. Nature, Level and Purpose of Contacts

1. Relationship in the USAID Mission: The CS will work with everybody at the Mission to ensure the successful implementation of his/her assignments.
2. Relationship with PAO: Only if recommended and required by the DOC.
3. Relationship with USAID/Washington: Very limited, at the clear direction of the Mission Director and the DOC.
4. Other Relationships: Very limited, at the clear direction of the Mission Director or the DOC.

Qualifications

1. Education: Minimum of Bachelor's Degree, preferably in journalism, mass communications, or public relations. A degree in other fields will be considered if candidates have substantive work experience, provided work experience is sufficient work to perform the responsibilities of the position (see Section b., below).

2. Prior Work Experience: At least two years experience in communications media related work as a journalist, public relations officer, researcher or writer. Must have demonstrated experience in the development of communications strategies, and in producing public relations materials of both a written and visual natures, e.g. speeches, scripts, articles, and videos. Candidates with a Bachelor's Degree in a field other than journalism, mass communications, or public relations should have a minimum of 4 years relevant experience.

3. Language Proficiency: Fluent English speaker

4. Knowledge: Knowledge of the host country's media, political, economic, and social structure. Knowledge of U.S. media, and foreign and domestic policy issues including development issues.

5. Skills and Abilities: Demonstrated ability to develop strategies and plans of action in a team context. Ability to work under extremely short time constraints. Must be able to analyze, synthesize, and summarize information quickly and accurately, and produce very well written documents/speeches/scripts, etc., which are appropriate to the targeted audience. Must also be able to manage multiple projects simultaneously and manage shifting priorities. Incumbent should have good interpersonal skills. Position requires ability to develop excellent working relationships with USAID colleagues and partners, other USG Agencies and Departments. Strong knowledge of word processing required, and computer applications for publication design and editing and for computer graphics and digital photography helpful.

6. Post Entry Training: Minimal USAID training will be provided – USAID will arrange for short term on-the-job training, including providing assistance with staff from another mission in the region. Training will be focused primarily on the Agency's policies, procedures and regulations that govern information resources functions and responsibilities.

7. Other Requirements: In addition, the Communication Specialist must also be: 1) a U.S. Citizen (applicants with dual citizenship should state so in their application); 2) Must be eligible to work legally in Croatia 3) Available and willing to commit to the Contract Performance Period from February 15 to May 30th 4) Able to attain a USG - issued security clearance; 5) Available and willing to work additional hours beyond the established 40 hour workweek and outside established Monday-Friday workweek, as may be required or necessary; and 6) Willing to travel to work sites and other offices as/when requested.

TO APPLY

Interested candidates for this position should submit the following:

Either:

- A. Application for federal employment (OF-612); or
- B. A current resume.

And:

- C. Documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above.
- D. 1-2 writing samples

SUBMIT APPLICATION TO

USAID

American Embassy Zagreb

2 T. Jefferson Street

10010 Zagreb

Fax no: +385-1-661-2008; e-mail address: usaid-zg@zg.htnet.hr

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

CLOSING DATE FOR THIS POSITION: February 6, 2008

An Equal Opportunity Employer